

Job Description

Job title	Widening Participation Events and Operations Coordinator
Department	Widening Participation and Social Mobility
Grade	FA4

Job purpose (a brief summary of the role)	To support the University to achieve its Widening Participation (WP) goals and access and participation plan commitments. To work across the team to provide support for the successful delivery of a range of high-quality interventions for key target groups which address barriers to access and student success and enhance equality of opportunity across the whole student lifecycle. The role will facilitate the provision of high-quality impartial information and support to students from underrepresented groups in HE. The role will act as a key point of contact for a wide range of stakeholders, including young people, applicants and current students, external partners, and members of staff. There will be a focus on supporting whole team provision.
Duties and responsibilities	<u>Operational support</u> - To provide support across the team in the planning, preparation, and delivery of Widening Participation (WP) activity across the whole student lifecycle, including on- and off campus, and inreach activity - To co-ordinate the attendance of Warwick staff and students at off-site and on-campus events to ensure successful delivery - To support the implementation of internal community (staff and students) activity that promotes a whole institution approach to widening participation - To support collaborative and institutional events that relate to key stakeholder groups, for example teachers and advisors, parents, and the internal community - To support the development of resources and ensure all materials are up to date, relevant and easily accessible, offering creative and innovative insight to the development of new resources - To deliver and facilitate presentations at school and college-based events, engaging with young people and their parents/carers, teachers and advisors, communicating key messages about progression to higher education - To assist with the engagement of Warwick Students in widening participation activity. <u>Stakeholder engagement and support</u> - To act as a first point of contact for telephone, email, and face to face enquiries from a variety of stakeholders including potential applicants, students and their supporters, teachers, departments, and external partners - To provide tailored communications to a variety of stakeholders including potential applicants, students and their supporters, internal communities, and external organisations, in a targeted and timely manner - To support the implementation of a schools' engagement and communications plan, including processing requests received from schools and partner organisations and develop suitable administrative processes to facilitate robust decision making

- To update and maintain the Widening Participation and Social Mobility web pages and drive social media platforms to promote and build awareness of the team's work
- To oversee the production of marketing material and literature, including the Widening Participation and Social Mobility Newsletter and monthly event emails.

Administrative

- To support financial processes including producing purchase order numbers and processing invoices on the University's Finance System (SAP)
- Supporting internal processes related to scholarship schemes and promoting opportunities to students
- To organise logistics for staff and student travel
- Gather and analyse data as appropriate, to support the continued improvement of service delivery
- To support evaluation processes for widening participation activities and programmes, including the processing of accurate and complete data recording on the University's monitoring and evaluation database (HEAT)
- To supervise the workload of members of staff who may be employed on a temporary basis to support with administrative tasks during peak times of the year
- To maintain accurate and up to date records for schools, colleges and key internal contacts
- To undertake general clerical work: filing, photocopying, collection of post, mail-outs, stock control (resources and equipment) and ordering of merchandise and services from external organisations.
- To undertake manual work where required, including tidying storage areas, carrying boxes and packing/unpacking event trolleys

General

- The post holder will be required to work occasional evenings and weekends to support Widening Participation and Social Mobility work
- Work in a collegiate manner that supports wider departmental priorities
- To take a flexible approach adapting to changing activity priorities across the academic year in line with the demands of the WP team
- To undertake other related duties as assigned by their line manager which are commensurate with the grade of the role

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Good educational standard, preferably to 'A' Level standard, with GCSE passes (grade C/4 or above) in Maths and English. Relevant experience will be considered as an alternative	A
E2	Self-motivated, prioritising tasks, working to deadlines and with limited supervision	A & B
E3	Meticulous attention to detail, a highly organised approach to dealing with a high volume of work, and the capacity to progress a range of tasks and projects at one time	A & B
E4	Flexibility in approach to work, working independently and being a strong team player	A & C
E5	Ability and willingness to learn new procedures and policies rapidly, and apply them accurately and appropriately to the job	A & C
E6	Sensitivity and tact in dealing with a variety of people, both internal and external to the University	A & C
E7	Experience of handling confidential information	A
E8	Knowledge and experience of using the common IT packages such as Microsoft Office, Word, Access, Excel	A
E9	Willingness to travel to school-based events off campus when required	A
E10	Experience of using social media platforms and updating website content	A & C
E11	Experience of planning and organising small- and large-scale events, combined with an understanding of what factors can make events successful	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	A passion and commitment for widening participation, with a good knowledge and understanding of the potential barriers young people face when considering higher education	A & C
D2	Experience of using financial systems, such as SAP and an understanding of the basis of budgeting and financial management	A